



American Citizen Services
American Embassy, Manila
<http://manila.usembassy.gov>.

Checklist for a U.S. Passport

RENEW A PASSPORT FOR A CHILD (UNDER AGE 16)

CHANGE NAME ON A MINOR'S PASSPORT ISSUED MORE THAN A YEAR AGO

REPLACE A MINOR'S LIMITED PASSPORT ISSUED MORE THAN A YEAR AGO

You cannot apply for this type of passport without a scheduled appointment for each applicant. Please arrive 30 minutes before your appointment time. Appointment times do not reflect the actual interview time. Your interview time will be determined by the number of appointments scheduled for that day and the length of time required for processing individual cases. If you are late for your appointment, you may have to wait until all others are interviewed or you may be asked to schedule another appointment at a later date. Your personal appearance is required at the time of the appointment. To book an appointment and for additional information, visit our website at <http://manila.usembassy.gov>.

Bring the following to the Embassy on the day of your appointment:

- ☐ Printout of your appointment confirmation.
- ☐ This checklist, signed and dated.
- ☐ The Applicant's most recent passport.
- ☐ DS-11 form (completed but not signed). Do not sign! **Note:** The form must be completed electronically and printed. A form completed by hand will not be accepted. Please provide your social security number to avoid processing delays.
- ☐ Photos of applicant. *You will need two identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background.*
- ☐ Personal appearance of the applicant.
- ☐ Original Proof of Parentage listing the names of the child's parents (e.g. *U.S. birth certificate, Consular Report of Birth Abroad, adoption decree, or Philippine Birth certificate from the National Statistics Office*).
Note: Some short (abstract) versions of U.S. birth certificates may **not** be acceptable for passport purposes. Please see our website for the requirements for U.S. birth certificates.
- ☐ Original proof of the name change (if using a name different from the one on your previous passport) such as an original court order, adoption decree, amended birth certificate, etc.)
- ☐ A signed original "Statement of Consent" Form ([Form DS-3053](#)) if one parent/guardian is absent. *This must be notarized by a U.S. commissioned notary and the document is valid only for 90 days after the date of signature.* The absent parent must also provide a photocopy of the front and back side of the acceptable photo identification document that was used during notarization.
- ☐ Original primary evidence of sole authority to apply for the child's passport (e.g. *court order, death certificate, etc.*) **if you cannot submit the DS-3053.**
- ☐ Form [DS-5525](#) (Statement of Exigent/Special Family Circumstances) plus supporting documents explaining why the non-applying parent/guardian's consent cannot be obtained if none of the above documentation is available.

- Original **Special Power of Attorney** if no parents are present. A signed, original **Statement of Consent Form** ([Form DS-3053](#)) is required from each parent in addition to the Special Power of Attorney. *These must be notarized by a U.S. commissioned notary (or U.S. Embassy abroad) and the document is valid only for 90 days after the date of signature.* The absent parent(s) must also provide a photocopy of the front and back side of the acceptable photo identification document used during notarization.
- Original valid photo I.D. of the child's parents/guardian (*e.g. passport, Voter's ID, or digitized government- issued IDs like SSS, Unified Multi-Purpose ID, PRC, BIR, or Driver License, etc.*). Note: Philippine postal ID is not acceptable.
- Sequential or "growing up" photos for the applicant. The photos should begin as near to the issuance of the last passport as possible, spanning to the present.
- Photocopy of all documents (*front and back side all IDs preferably on a single page*)
- Non-Refundable Application Fee. *The fee for a passport is **\$105** for 15 years old and below.* The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club).

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Signature of Applicant or Applying Parent or Guardian

Date

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